



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted _____

SECTION I - Identification

Working Title: Records Management Specialist

Department: Transportation

Job Code Number: 436113

**Division & Bureau: Engineering
Right of Way Bureau**

Job Code Title: Administrative Assistant

Section & Unit: Right of Way Bureau

Pay Band: 3

**Work Address: 2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001**

Position Number: 60015

Phone: 444-6073

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FLSA Exempt

☒

FLSA Non-Exempt

☐

Non-Union

☐

MPEA

☐

Blue Collar

Profile Completed By: Rob Stapley

Work Phone: 444-6063

Work Unit Mission Statement or Functional Description:

The Montana Department of Transportation's (MDT) mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Engineering Division prepares projects for bidding and coordinates highway construction. The Division is made up of the Materials, Construction Administration Services, Construction Engineering Services, Contract Plans, Right of Way, Bridge, Traffic and Safety, Consultant Design, and Highways bureaus; the Engineering Information section; and five District Construction Offices in Missoula, Butte, Great Falls, Glendive, and Billings for budget and workforce purposes.

The Right of Way Bureau (ROW) acquires land for transportation projects and administrative needs. It also provides assistance and payments to individuals and businesses relocated by highways; designs the right of way; and arranges for utilities relocation that conflict with highway construction.

Describe the Job's Overall Purpose:

This position serves as a Records Management Specialist for the Right of Way Bureau and is responsible for managing hardcopy and electronic records, ensuring compliance with state and federal policies and laws,

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

A.	<u>Records Administration</u>	65%
1.	Oversees and maintains the ROW records for all current and inactive projects, as well as records related to maintenance sites, MCS sites, and other MDT properties. This is accomplished by developing, implementing and monitoring automated and manual document organization and storage processes and procedures. The incumbent will ensure compliance with state and federal records management policies and procedures and will ensure the accessibility, consistency, and accuracy of agency records and ongoing records management activities.	
2.	Assist employees in determining importance of records, creating and following proper storage techniques, and developing consistent processes for managing records flow between the ROW and MDT's Records Management Center by following current policies and procedures.	
3.	Coordinates with MDT's Record Management Center's Supervisor and conducts records assessments and conversions for ROW by appraising life-cycles, records value, equipment needs, filing practices and configurations, retrieval activities, backup requirements, uniformity, and ensures state and federal requirements (e.g., confidentiality, retention schedules, etc.) are met.	
4.	Assist MDT employees, consultants, and the general public in the retrieval, check out, and return of physical records by providing training on filing systems and check out processes. Perform follow-ups to ensure records are returned and properly re-filed by auditing records of active projects on a quarterly basis for any missing files and following up on any records that have been checked out for an extended period of time.	
5.	Provide technical assistance and training on ROW's physical & electronic records management processes throughout MDT by working directly with employees, consultants and the general public using index cards, microfiche, master files, right of way computer share drive, and the Oracle data indexing system to ensure the records are available.	
6.	Reviews deeds, easements, title commitments, and Realty Transfer Certificates for accuracy prior to submission for recordation and taking the necessary corrective action for such issues as incomplete notary acknowledgements, typographical errors, legal descriptions, and omissions of required data on a particular document. Ensures all private information, such as social security numbers, tax ID numbers, and driver license numbers, are removed or redacted from all ROW records.	
7.	Interprets, changes, and adapts document reporting changes and legal practices with city and county jurisdictions to ensure compliance with current state and federal requirements. Evaluates and summarizes information from various data sources including title commitments, vesting deeds, the right of way manual, current MDT policies and procedures and concludes how and if MDT requirements are met, deciding what items need to be recorded with the county Clerk and	

Recorder and when. Reviews final title policies for accuracy by comparing the policy to the parcel's title commitment/Litigation Guarantee, parcel's right of way agreement and the parcel's document(s) such as a Bargain and Sale Deed, Highway Easement, Judgment and Final Order of Condemnation.

8. Creates and mails certified copies of right of way agreement and landowner survey to appropriate parcel owners after parcel has been processed for payment and tracks said surveys through the landowner survey tracking system.
9. Participates in, and records staff meetings, coordinates and manages public contacts, drafts correspondence to employees and the public, monitors and replaces office automation equipment and supplies as needed.

B. Administrative Services

25%

1. Meets and greets visitors, answers a multi-line telephone, responds directly to general programmatic inquiries, and refers unusual and program specific inquiries to appropriate Bureau staff to ensure courteous and efficient responses. Establishes and maintains a professional atmosphere and positive working environment for Bureau staff and members of the public. Provides reference materials and responds to inquiries regarding programs and other issues.
2. Drafts correspondence and reports according to general directives from the Bureau Chief to ensure consistency in style and format, proper grammar, and punctuation. This involves designing templates for use by Bureau staff, proofreading outgoing correspondence for quality assurance, and coordinating changes with the originator.
3. Corresponds with applicants and new employees through the onboarding process. Coordinates interviews and testing of applicants to provide an appropriate and consistent process for applicants and Right of Way hiring staff. Assists with new employee training and orientation.
4. Maintains and updates list of Bureau equipment to ensure accurate inventory records. This involves coordinating with accounting and property and supply staff to verify current equipment, add equipment, as it is purchased and received, and remove equipment that has been damaged, surplus, or otherwise no longer of use to the Bureau.
5. Maintains calendars to inform Bureau staff of upcoming events, project deadlines, travel itineraries, and other schedules. Assists in resolving scheduling conflicts, travel and lodging problems, and other problems when necessary.

C. Other Duties

10%

1. This position performs a variety of other duties as assigned by the Financial Specialist in support of the Department's mission, objectives, and operational plans. This includes acting as Bureau's liaison with landowners, applicants, and the public; exchanging information with Department staff, other State and federal agencies, city and county officials, railroads, utilities, and the public; coordinating special projects; maintaining project data; attending ongoing education and training; and performing a variety of other duties as assigned.

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1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

1. Duty A: Records Administration
2. Duty B: Administrative Services

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Lifting (less than 50 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking, standing, and bending

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Instructing

2. ***Does this position supervise others?*** ☐ Yes ☒ No

Number directly supervised: N/A

Position Number(s) of those supervised: N/A

3. ***Attach an Organizational Chart.***

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

This position requires knowledge of business communications; office operations and administration; inventory control; customer service standards; and records management. The incumbent is also expected to develop a progressively responsible knowledge of Bureau and Division policies, procedures, and programs.

SKILLS:

This position requires skill in the use of standard office software and equipment (e.g., Word, Excel, Outlook, photocopier, scanner, etc.); prioritizing projects; and excellent written and verbal communication skills.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input checked="" type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable:

Other education, training, certification, or licensing required (specify):

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input checked="" type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

- ☒ Yes ☐ No

Alternative qualifications include:

SECTION IV – Other Important Job Information

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Human Resources Administrator
Human Resources Division

Signature: _____ Date: _____